

DRAFT

NOTES FROM THE DIRECTOR

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I have placed particular emphasis on seeking ways to improve management/employee communications; more uniformity in our personnel management implementation procedures and greater visibility of these procedures; ways to sharpen our overall advance personnel planning; ways to increase headroom and promotion opportunities and explicit publication of promotion plans for each grade within each Career Service; ways to assure that women and minority

employees are afforded opportunities for development and full utilization of their skills and potential and that qualified personnel in these categories are considered for and advanced in a manner consistent with their competitive career group.

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- Establishment of a three-year trial period for new employees.
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- Establishment of an Agency-level Secretarial/Clerical Management Advisory Group to provide an additional mechanism for advice and assistance to the DCI on issues and concerns relevant to secretarial/clerical employees.

Some of the suggestions currently being studied include:

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- ° The institution of formal Career Service Panel structures to handle the administration and career management of secretarial and clerical employees.
- ° Reexamination of the possibility of establishing Day-Care Centers to accommodate the children of working parents.

Through our day-to-day involvement with our jobs, each of us develops certain insights, concerns and perceptions regarding the environment in which we serve. My learning about some of your views and suggestions has helped my understanding of the Agency and has stimulated my desire to continue to seek your suggestions that might improve our systems.

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MEMORANDUM FOR: Acting Deputy Director for Administration


FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Draft "Notes from the Director" on DCI's Interests  
and Actions on Personnel Matters

REFERENCE : Memo for AD/Pers fr DDA dtd 9 Mar 78 re same subj.

Attached is a first draft of a "Notes from the Director" as requested in paragraph b. of the reference. This draft was patterned after the DCI's draft on the same general subject in December 1977 but which he had not formalized.

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F. W. M. Janney

Att.  
As Stated

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~~One theme which continues to be surfaced is that there is a lack of communication. This disturbs and frustrates me. Two-way communication is essential in every organization and I've attempted to expand the means available to bring this about. My Notes, along with the various employee notices, bulletins, handbooks, et al., are designed to keep all employees informed of what is going on that affects their jobs, their personal status, and their morale. My objective is to improve the communication flow from you to me as well as from top management to you. Please give me your suggestions on how the present system may be improved.~~

DDA 78-0977

9 March 1978

MEMORANDUM FOR: Acting Director of Personnel

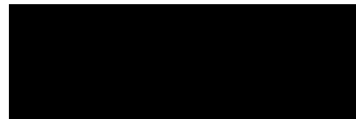
FROM: John F. Blake  
Deputy Director for Administration

Ben:

Following up on our conversation of 8 March, will you please undertake the following:

a. Prepare a promotion projection paper for the other three Directorates which contains both percentages and absolute figures. After the papers are prepared, I strongly suggest you discuss and coordinate them with the Directorates involved so that we might surface any unique problems. You will understand the significance of this undertaking.

b. Will you draft a "Notes from the Director" which outlines our understandings of his personnel policies. This should state his intent, and the fact that all have not been implemented should also be stated. I think you have sufficient raw material available to pull together a first draft.




John F. Blake

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STATINTL Draft "NOTES FROM THE DIRECTOR"

  
Executive Officer/DDA

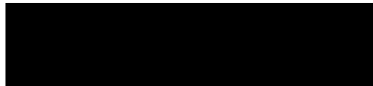
DD/A 78-0977/3

27 March 1978

Mr. Herbert Hetu  
Special Assistant to DCI  
(Public Affairs)  
via TUBE

Mr. Carlucci returned the attached article for "NOTES FROM THE DIRECTOR" asking that it be redone in keeping with the Director's breezy style. I have been asked to request that this be done and returned to me by cob, Wednesday, 29 March, to permit forwarding to the Director on Thursday morning.

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att: DD/A 78-0977/3; Draft  
Notes on Pers Achievements  
to DDCI - ret'd 27 March 78

Distribution:

ORIG RS - Mr. Hetu w/att  
✓ RS - Subj file w/att  
RS - DDA Chrono w/o  
RS - RFZ Chrono w/o

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